



City of Shady Cove

## **City Council Regular Meeting Minutes**

Thursday, March 19, 2026

### **CALL TO ORDER**

Mayor Richardson called the regular City Council Meeting to order at 6:00 pm in the City Council Chamber.

Roll Call was taken. Council Present were Mayor Richardson, Councilor Nuckles, Councilor Mitchell, Councilor Winfrey, and Councilor Vanier attended via zoom. Quorum was established.

The Zoom capability was compromised during the Consent Agenda and attempts to contact Councilor Vanier via telephone were unsuccessful therefore, Councilor Vanier was absent for the remainder of the meeting.

Staff Present: City Administrator Protem John Edwards, Jeannie Curry, Planning Technician.

### **ANNOUNCEMENTS**

The Mayor led the Council and audience in the Pledge of Allegiance and made announcements on the agenda. The Mayor added one agenda item to Unfinished Business "B" Clarification of Resolution 26-01.

### **CONSENT AGENDA**

Council reviewed the minutes of March 05, 2026

Council reviewed the Bills Paid Report dated February 27, 2026 - March 12, 2026

Council reviewed the Pending Bills to be paid report dated March 18, 2026.

Council reviewed the Year-to- Date Budget Actual Report

**Motion to accept the minutes of March 05, 2026, the bills paid report for February 27, 2026 - March 12, 2026, pending bills to be paid report dated March 18, 2026, and the Year-to-Date Budget-to-Actual report.**

Motion: Councilor Mitchell

Second: Councilor Nuckles

There was no discussion offered.

The Motion carried 4-0. Counselor Vanier was absent.

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### **UTILITY COMMENT**

The Mayor and Council provided a comment opportunity for Steve Vincent, the Oregon Regional Business Manager for Avista Utility, to speak on the proposed Right-of-Way ordinance being considered by Council. He requested a pause in the process of adopting the ordinance to allow for more time for utilities to review the document and to have the opportunity to participate in a workshop.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

Hank Hohenstein and Natalie Swendener provided comments.

### **STAFF REPORTS**

Jackson County Sheriff Deputy was absent.

Fire Department District 4 representatives were absent.

#### **City Administrator Protem Report:**

**City Finance:** Vicki Robinson, a senior accountant with the Rogue Valley Council of Governments, is continuing her work with our finance technician. There is a delinquent tax certification payment for 2024 that has been made to RVSS and another from 2025 that we are compiling for disbursement.

**The 335 Yew Wood Drive Update:** The new owner of the property has begun removal of the structure leaving intact a corner of the house. The new home will be built on the same footprint and will be similar to the home that was there before the fire.

**City Administrator Recruitment:** Recruitment is underway. Job announcement, description, and applications are available on the city website.

#### **Council ROW/Franchise Workshop:**

Council has received the latest draft of the Row Ordinance for review. After council agrees that the ordinance is complete, we will begin to schedule meetings with utilities to solicit their input.

#### **Shady Cove Water Update:**

We met this week with RH2 engineering to discuss restarting the water project. RH2 is an engineering firm of record for the city and are managing the feasibility study. We have a general services agreement and a professional services agreement we will enter to begin the process.

## **UNFINISHED BUSINESS**

### **A. Water Feasibility Project Update:**

Councilor Nuckles gave an update of the city water grant noting there are three parts to the process including coordinating work with Business Oregon, getting water storage rights from Lost Creek Lake and maintaining a close working relationship with RH2 the city engineers who is managing and executing the feasibility study, design and construction work for the project. The feasibility study must be completed before the city can proceed with building a municipal water system south of the river. A new service contract with RH2 is in place and the project scope has been redefined. RH2 is back on the project moving forward.

The Army Corps of Engineers has the city's request for 150-acre feet of water, and they are finishing environmental paperwork then the approval process will be under way.

### **B. Clarification of Resolution 26-01**

Discussion of a redacted email release regarding clarification of the basis of Resolution 26-01 was considered for public records release.

**A motion was made to accept the redacted documents regarding the sanctions concerning Michele Parry to be made public.**

Motion: Councilor Mitchell

Second: Mayor Richardson

There were no other questions or comments were given. The Motion carried 3-0.

Councilor Winfrey Abstained.

Counselor Vanier was absent.

**NEW BUSINESS**

**A. Financial Internal Control:**

Discussion regarding Resolution 26-02 ensued concerning the context of the resolution and accountability.

**A motion was made to accept Resolution 26-02 concerning the review and update of Shady Cove Financial Internal Controls.**

Motion: Councilor Mitchell

Second: Councilor Nuckles

Additional comment was made confirming that the resolution is a living document that can be modified.

The Motion carried 3-1. Councilor Winfrey voted no. Counselor Vanier was absent.

**B. Procurement Procedure:**

Discussion regarding consideration of a proposed ordinance adopting public contracting rules and procedures which would replace, supersede, and restate chapter 31 of the Shady Cove Municipal code.

Comments regarding fee schedules and change order updates. Council agreed to move forward with recommendations at a future workshop.

**C. Budget Committee Appointments:**

Council offered candidates the opportunity to speak if they wished to add anything to their application information. Councilors commented on their experiences with the candidates.

A motion was made to appoint Debbie Glass Collier to the budget committee for the City of Shady Cove for a three-year term. Motion: Councilor Nuckles

Second: Councilor Mitchell

Motion Carried 4-0

Councilor Vanier was absent.

A motion was made to appoint Cheryl Singleton to the budget committee for the City of Shady Cove for a three-year term.

Motion: Councilor Mitchell

Second: Councilor Winf

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Councilor Vanier was absent.

A motion was made to appoint Natalie Swenderner to the budget committee. There was not a second offered

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**WRITTEN COMMUNICATIONS:**

There was no written communication.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Sandra Barber, Laura Sheridan Campbell, and Natalie Swenderer offered comments.

**COUNCIL COMMENTS:**

**Councilor Nuckles** – Commented about the reasons for the former contract planner resignation regarding a private meeting conducted after City Hall hours at a private residence with the former city administrator and the contract planner who was being compensated for his time with city water grant funds, and additional expenses against the water grant for planning contract work, and staff expenses not related to the water grant that the former administrator allocated.

**Councilor Winfrey** – Did not have comments.

**Councilor Mitchell** – Commented on an old sign at the new city park property that displayed the current temperature and was used by a funeral director to provide temperature for the local news station.

**City Administrator Protem Edwards:** Granted permission to speak about comments made about city water by Sandra Barber regarding rumors about water quality.

**Mayor Richardson** – Spoke on participation in public comments and the responsibility of speakers to completely fill out the required form and the requirement that those giving public comment follow the guidelines provided.

**Councilor Vanier** – Absent

**ADJOURNMENT**

There being no further business before the council, Mayor Richardson adjourned the meeting at 7:57 PM.

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**MINUTES APPROVED:**

Lena Richardson

Lena Richardson

Mayor

**ATTEST:**

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John Edwards

City Administrator Protem

**Council Vote:**

Mayor Richardson	<u>Y</u>
Councilor Nuckles	<u>Y</u>
Councilor Winfrey	<u>Y</u>
Councilor Mitchell	<u>Y</u>
Councilor Vanier	<del>Absent</del> <u>Y</u>